

VOLUNTEER OPPORTUNITY

Position Open: Applications are being accepted until position(s) are filled.

Position Title: Narcotics and Organized Crime Bureau District Clerk Typist. (Phoenix, Flagstaff, Tucson)

Department/Division: Narcotics and Organized Crime Bureau

Workplace Address: The NOCB District Office in Phoenix is located at 2102 W. Encanto Blvd, Phoenix, AZ. District Offices are also located in Flagstaff and Tucson.

Number of Hours/Week: Flexible

Days of Work Week: Flexible: Monday through Friday during normal business hours. We will work with selected applicant around their schedule and availability if possible.

Start/End Hours: Flexible

Position Description: The individual(s) selected would be tasked with a variety of clerical activities in support of district commanders and administrative secretaries within the Narcotics and Organized Crime Bureau. Duties would include basic clerical and word processing functions such as answering phones, maintaining files and records, records destruction, distributing mail, and other clerical functions in coordination with the district commander and/or district administrative secretary.

Qualifications: Must possess basic clerical and word processing skills, as well as the ability to effectively interact with a variety of work groups.

Application and Selection Process: Human Resources reserves the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

The Arizona Department of Public Safety is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion, or other employment practices for reasons of race, color, religious creed, national origin, sex, age, or disability.